



AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Monday, January 5, 2014
7:00 p.m. – Council Chambers**

1. **PRAYER – Joe Bosco**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – December 15, 2014**
 - **Regular Meeting – December 15, 2014**
 - **Special Meeting – December 16, 2014**
6. **SPECIAL GUESTS.**
 - **Citizens Academy Graduates**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 - **Enfield High School Renovation Building Committee**
12. **OLD BUSINESS.**
 - A. **Appointment(s) - Town Council Appointed.**
 1. **Ethics Commission (Alternate)** – A Vacancy Exist for a Regular Member (R). Replacement Would be Until 10/31//2014.(Tabled 12/06/2010)
 2. **Ethics Commission (Alternate)** – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2015.(Tabled 12/06/2010)

3. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2016. (Tabled 04/16/2012)
4. **Connecticut River Assembly –** The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2016. (Tabled 02/04/2012)
5. **Area 25 Cable Television Advisory Committee -** The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/14. (Tabled 04/15/2013)
6. **North Central District Health Department Board of Directors, Enfield Representative –** A Vacancy Exists Due to the Resignation of David Wawer (R), Replacement Would Be Until 06/30/2016. (Tabled 01/06/14)
7. **Enfield Revitalization Committee-** The Term of Office of Kelly Davis (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
8. **Enfield Revitalization Committee-** The Term of Office of Robert LeMay (D) Expires 04/30/2014. Reappointment or Replacement Would be Until 04/30/2017. (Tabled 04/21/14)
9. **Zoning Board of Appeals-** A Vacancy Exists Due to the Resignation of Jake Keller (R). Replacement Would be Until 12/31/2015. (Tabled 04/21/14)
10. **Area 25 Cable Television Advisory Committee-** The Term of Office of Stephen Moriarty (U) Expired 6/30/2014. Reappointment or Replacement Would be Until 6/30/2016. (Tabled 09/15/2014)
11. **River Valley CT Central Regional Tourism District -** The Term of Office of Gertrude Dorous (D), Expired 06/30/14. Reappointed or Replacement Would be Until 06/30/2016. (Tabled 09/15/2014)
12. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
13. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
14. **Clean Energy Committee-** A Vacancy Exists due to the Amendment of Resolution #9541. Appointment Would Be Until 3/17/2018. (Tabled 11/17/2014)
15. **Planning and Zoning Commission-** A Vacancy Exists for an Alternate Position (R). Replacement Would be until 12/31/2015.(Tabled 11/17/2014)
16. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.
17. **Cultural Arts Commission-** A Vacancy Exist Due to Amendment of Ordinance. Appointment Would be Until 05/31/2016.

18. Commission on Aging (Alternate) - The Term of Office of Howard Florian (U) Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/15/2014)

19. Library Board of Trustees - A Vacancy Exists Due to Charter Revision. Appointment Would be Until 12/31/2017. (Tabled 12/15/2014)

20. Loan Review Committee (Alternate) - The Term of Office of Anne Brislin (R), Expires 12/31/2014. Reappointment or Replacement Would be Until 12/31/2016. (Tabled 12/15/2014)

21. Loan Review Committee (Alternate) - The Term of Office of Brandon Messenger (U), Expires 12/31/14. Reappointment or Replacement Would be Until 12/31/2016. (Tabled 12/15/2014)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. Housing Code Appeals Board (Alternate) - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2001. Replacement Would be Until 05/01/2016. (Tabled 05/07/2001)

2. Housing Code Appeals Board (Alternate) - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2006. Replacement Would be Until 05/01/2016. (Tabled 05/01/2006)

3. Building Code Appeals Board – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2016. (Tabled 11/25/2004)

4. Building Code Appeals Board - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2016. (Tabled 10/16/2006)

5. Fair Rent Commission – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.

6. Fair Rent Commission – The Term of Office of Louise Halle, Tenant, Expired 06/30/2011. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 01/17/2012)

7. Building Code Appeals Board - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 02/04/2013)

8. Fair Rent Commission – The Term of Office of Robert Stefanik (D), Homeowner Expired 06/30/2013. Reappointment or Replacement Would be Until 06/30/2015. (Tabled 07/01/2013)

9. Building Code Appeals Board- The Term of Office of Gary Sullivan, Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)

C. Discussion: Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

D. Discussion: Discussion of Acquisition of 350 Enfield Street, Connecticut Water.
(Tabled 05/28/2014)

E. Discussion: Higgins Park on the Green (Tabled 11/10/14)

13. NEW BUSINESS.

A. Consent Agenda – Action.

B. Appointment(s)–Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved.

D. Discussion/Resolution: 8-24 Referral to Planning and Zoning Commission for the Proposed License Agreement for a Portion of Neelans Road.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) - Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved

D. Appointment(s) – P & Z Commission Appointed- Council Approved

1. Capital Region Council of Governments Regional Planning Commission- The Term of Office of Alan Drinan (I), Expired 12/31/2014.
Reappointment Would Be Until 12/31/2015.

2. Capital Region Council of Governments Regional Planning Commission (Alternate) - The Term of Office of Lori Longhi (D), Expired 12/31/2014.
Reappointment Would be Until 12/31/2015.

E. **Discussion/Resolution: Request for Transfer of Funds for Information Technology Fund \$130,866.

F. **Discussion/Resolution: Resolution Adopting a Policy for the Disposition of Town-Owned Surplus Personal Property.

G. **Discussion/Resolution: Resolution of Amendment of the Town Manager's Employment Agreement.

15. MISCELLANEOUS

16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.

17. COUNCILMEN COMMUNICATIONS.

18. ADJOURNMENT.

* REMOVE FROM AGENDA
 ** MOVE TO MISCELLANEOUS
 *** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, DECEMBER 15, 2014**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 15, 2014. The meeting was called to order at 5:30 p.m.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Public Works, Jonathan Bilmes and Fleet Manager, Richard Davenport

MOTION #2958 by Councilor Hall, seconded by Councilor Mangini to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2958** adopted 11-0-0. The meeting stood recessed at 5:32 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 5:33 p.m.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen

Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 6:16 p.m. He reconvened the Special Meeting at 6:17 p.m. and stated during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

VEHICLE REPLACEMENT PLAN

Mr. Kennedy stated there was never a formalized plan outside of the CIP to replace vehicles. He noted they have collected data, and they do know the type, age, mileage, usage and maintenance costs of every vehicle. He stated every year they do purchase new vehicles, but not nearly enough.

He noted there are things that they could be doing better, i.e., they're not always buying the right vehicles. He cited the electrician's van as an example. He noted this is a previously used vehicle that was converted into a vehicle for the electrician. He stated this vehicle isn't a good fit, but they make do. Mr. Davenport cited another example where they have a certain amount of money to spend for three pick-up trucks, but can only afford the basic pick-up truck when they could really use a flatbed or some other attachments.

Mr. Kennedy stated maintenance costs skyrocket because a vehicle is very old. He noted there's no life cycle replacement and at times vehicles aren't operational, and they get completely taken out of the fleet. He pointed out the old vehicles are not fuel efficient.

He stated there's also the issue of appearances, i.e., taxpayers who may wonder where their tax dollars are going when they see a completely rusted out Town vehicle driving down the street.

Mr. Kennedy stated they are on a reactive maintenance schedule, rather than a pro-active maintenance schedule. He pointed out this is inefficient for staff time because they're constantly putting out fires instead of doing pro-active preventive maintenance.

He stated maintenance costs between 2010 and 2014, excluding operator errors, accidents, tires, warranties and vandalism were as follows:

2010 – over \$300,000

2011 - \$450,000

2012 - \$520,000

2013 – almost \$550,000

Through the six months of 2014, they are already at \$350,000

He then shared what the Town spent on new vehicles as follows:

2012 – almost \$1.4 million dollars

2013 - \$1.2 million dollars

2014 - \$1.6 million dollars

Mr. Kennedy stated they are recommending an expenditure of \$2 million dollars per year for the first five years, and this will take care of the worst vehicles first and an expenditure of \$1.5 million dollars per year thereafter. He noted he has a detailed spreadsheet available.

Councilor Mangini questioned if this encompasses the entire Town fleet, and Mr. Kennedy responded yes.

Councilor Mangini stated she would like the opportunity to review the detailed spreadsheet.

Councilor Hall stated she would like to see the detailed spreadsheet and breakdown.

Councilor Arnone stated he would like to see the spreadsheet.

Councilor Szewczak questioned where do the funds go when a vehicle is sold, and Mr. Kennedy stated any revenue the Town receives goes into the revenue part of this plan.

Councilor Bosco stated this may sound like a lot of money, but he doesn't believe \$2 million dollars will even catch up with what needs to be done.

Mr. Coppler stated they are going from a three-year replacement cycle to a four-year replacement cycle for police vehicles.

Councilor Deni stated his belief this is a good plan.

Councilor Lee questioned whether this qualifies for its own enterprise fund. Mr. Coppler pointed out there's very little that could be done that a future Council couldn't undo, however, past Town Councils have been disciplined about important things.

Councilor Lee questioned whether they could look at this again after five years, and Mr. Coppler responded yes.

Chairman Kaupin stated he likes the plan. He suggested removing one bullet point, which reads, "Opens up CIP to other capital improvements". He agreed with Councilor Lee's idea about putting this money somewhere so that when they're buying a vehicle, the money doesn't have to be spent by June 30th. He added he also would like to see the spreadsheet.

ADJOURNMENT

MOTION #2959 by Councilor Lee, seconded by Councilor Hall to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2959** adopted 11-0-0, and the meeting stood adjourned at 6:47 p.m.

Respectfully submitted,

Suzanne Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, DECEMBER 15, 2014**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 15, 2014. The meeting was called to order at 7:02 p.m.

PRAYER – The Prayer was given by Councilor Arnone.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin Lee, Mangini, Stokes and Szewczak. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Derrik Kennedy; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Public Works, Jonathan Bilmes; Assistant Town Engineer, John Cabibbo; Roads Engineer, Donald Nunes; Assistant Director of Public Works, David Tuttle

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #2960 by Councilor Mangini, seconded by Councilor Stokes to accept the minutes of the December 1, 2014 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2960** adopted 11-0-0.

SPECIAL GUESTS

Recycling Logo Award Recipient

David Tuttle presented Gail LaTorra with the Recycling Logo Award.

Thompsonville Fire Department, Smoke Detectors

Present for this meeting were Chief Frank Alaimo and Captain David Hayes from the Thompsonville Fire Department.

Chief Alaimo asked for a moment of silence to remember the victims of a recent house fire in Thompsonville.

Chief Alaimo and Captain David Hayes spoke about the availability of smoke detectors.

Chief Alaimo stated several years ago Deputy Chief Paul Januszewski was very successful in securing a federal grant, which paid for a lot of smoke detectors which are available to all residents throughout the whole town at all fire stations. He noted smoke detectors save lives, but sometimes people don't listen, and it takes a terrible tragedy to bring attention to this important matter. He stated through the grant process the fire departments have to actually go out and install the smoke detectors and record that installation.

Captain Hayes stated immediately following the recent house fire, the fire stations received many calls requesting the installation of smoke detectors and within two days after the fire, over 20 smoke detectors were installed by the Thompsonville Fire District alone. He stated the other districts probably saw an increase in these requests. He stated in his own personal experience, he saw homes where children lived, and there were no smoke detectors at all. He pointed out Enfield fire stations have smoke detectors available to every resident within this town for no charge, and local fire crews can install those smoke detectors at no charge. He emphasized there's no excuse not to have a working smoke detector in a home in the Town of Enfield. He pleaded with residents to contact any fire station for a smoke detector.

Chief Alaimo referred to Thompsonville Village and urged tenants have working smoke detectors in those dwellings. He invited people to call the fire department for a smoke detector. He stated there's no reason to be intimidated to ask for a smoke detector through their landlord or through the fire service. He pointed out Thompsonville has a unique characteristic of structures because there are many multi-story, multi-family structures, which allow for fire to travel quickly. He stated they're also dealing with narrow roadways which hamper firefighting efforts. He noted homes sit close together in the village as well. He pointed out all five fire districts work as one when there's a fire, and all the fire districts are aware of the unique situations in the Thompsonville area. He stated if they can save one life from tonight's presentation and awareness, they've accomplished something.

Councilor Arnone thanked all of Enfield's first responders for the wonderful job that they do.

Councilor Szewczak noted multi-family homes are a commercial property. She questioned whether there's any kind of schedule whereby these properties are inspected. Chief Alaimo stated there is a state statute that requires three units and over to be inspected. He noted it's a constant battle to do this because there are so many dwellings, and businesses are annual as well. He stated they have issues of trying to track down landlords at times. He noted a lot of buildings went into foreclosure, and it's difficult to make contact with people. He stated they've talked about coming up with some kind of system to tackle this jointly.

Chairman Kaupin questioned what's the recommended number of smoke detectors. Captain Hayes stated there should be a smoke detector in each common area of each floor and in each bedroom, including the basement.

Chief Alaimo stated the fire departments cannot provide carbon monoxide detectors, which are also very important. He suggested residents also have carbon monoxide detectors.

Chairman Kaupin suggested the Town could help the fire departments publicize the availability of smoke detectors.

PUBLIC COMMUNICATIONS & PETITIONS

Barbara Dodd, 11 Arthur Avenue

Stated she's present on behalf of the Enfield Together Coalition. She noted the Coalition is sponsoring three talks, which will take place at 6:00 p.m. in the Enfield Town Hall Council Chambers on the first Wednesday of January, February and March. She noted the first speaker is Susan Wolf of the Department of Mental Health and Addiction Services. She stated Ms. Wolf is a well-known subject matter expert on the topic of opiates and addiction, and she will talk about the dangers of prescription drugs and heroine. She noted she'll talk about some of the solutions in place and help and resources available to people, including NARCON. She stated Ms. Wolf will be available for questions and answers following the presentation.

Robert Tkacz, 5 Enfield Terrace

Stated CCM put out a report on distressed communities, and unfortunately Enfield is 22nd on that list. He noted CCM puts out this report every two years, and they started in 2004. He shared the following rankings for Enfield:

2012 – 19th
2010 – 25th
2008 – 25th
2006 – 23rd
2004 – 25th

He explained how the point system works. He cited an example of the highest crime rate getting 169 points, and the best gets one point. He stated Enfield received 1,180 points placing the town at 22nd on the list. He noted he did speak to CCM about this report, however, the State has an expanded version of other data not included in this report. He stated the biggest complaint has been the per capita income in Enfield because this town has 3,000 prisoners. He pointed out that's really not an issue because taking out that number moves the per capita income from 21st to 23rd within that category, which is very little. He stated he spoke to a retired prison guard who told him some of the highest income people are within the prison, i.e., professional ballplayers, people who have retirement money, etc. He noted a felon isn't eligible for social security, but other prisoners can collect social security.

Mr. Tkacz stated Enfield was ranked 22nd for unemployment, but the Hartford Business Journal states Enfield's unemployment rate is 8%, which would bring Enfield to 6th place. He noted the crime rate in Enfield places the town at 23rd for the highest crime rate in the State of Connecticut.

As concerns the number of residents that are in all the prisons in the State of Connecticut, that figure is only about 300 people, and seven-tenths of one percent are residents of Enfield, and Enfield is ranking 14th in this area.

He stated Enfield moves up on the list for educational data. He referred to a website called, "nerdwallet", which lists "the best school districts for your buck in Connecticut". He noted Enfield is 79th on that list out of 122 communities, which is not good. He stated East Granby is number one and Stafford is number three.

He referred to the inmates in Enfield and noted the Town should include those inmates because that provides the Town more state money.

Elizabeth Davis, 201 North Maple Street

Questioned the status of the solar traffic sign for the Nathan Hale School area. She noted this is a hazardous area. She referred to the parking lot across from Nathan Hale where parents park and noted this is also a hazard because of its condition.

Ms. Davis stated she has nothing personal against the armed guards, however, she is not in favor of armed guards because she feels it's a false sense of security. She noted even if Enfield didn't have money issues, she still wouldn't recommend armed guards in the schools.

Walter Kruzel, 21 Charnley Road

Referred to the intersection and four-way stop at Taylor and Shaker Roads. He noted if a vehicle is traveling up Shaker Road to the top of the hill, and if there's a vehicle in the right-hand lane, the left-hand lane doesn't know there's a stop there. He noted he witnessed three vehicles in the last six months drive right through that intersection. He suggested perhaps the State could install another stop sign on the other side.

Mr. Kruzel stated he's very happy with the paving done by the Town, and he likes the double yellow lines on Charnley Road. He suggested they re-paint the double line on Taylor Road because it's very faded.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Deni congratulated everyone that was involved with Wreaths Across America, which was a very nice event. He commended the Enfield Police Department for the work they've been doing.

Councilor Mangini thanked the Enfield Police Department for keeping Enfield safe.

Councilor Mangini read a letter from Lori Gates and Kelly Davis from the Wreaths Across America Committee in which they thank everyone involved in making the recent Wreaths Across America a success.

Councilor Cekala commended Rachel's Challenge who put on a wonderful pancake breakfast on Saturday. She noted this was very well attended and they had many volunteers. She stated Wreaths Across America was a wonderful ceremony, and she thanked everyone involved in that event. She stated she received a couple complaints about a couple manholes on Brainard Road.

Councilor Bosco referred to the recent Route 91 closing and reopening and stated his belief the Everbridge notification system should only be used for utmost emergencies in the middle of the night.

MOTION #2961 by Councilor Lee, seconded by Councilor Mangini to suspend the rules to address under Miscellaneous Items 14 D, E, F, G, H and I.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2961** adopted 11-0-0.

Chairman Kaupin commended the Social Services Department on their 50th anniversary in Enfield.

He congratulated Fermi High School on their recent Safe Graduation event where they raised lots of funds.

He thanked everyone who participated in the recent Torchlight Parade. He noted the carol sing was cancelled due to the weather, however, they did have a tree lighting.

He stated last Monday, they held the quarterly Mayor's Advisory Council Meeting and he thanked Development Services for attending this meeting, and they had a good conversation.

He noted Rachel's Challenge had a very successful pancake breakfast at St. Patrick's Church this past Saturday.

He stated Wreaths Across America gets bigger and better every year.

He noted Toys for Joy "Stuff a Cruiser" is taking donations this coming Saturday near Target. He stated their monetary donations seem to be in line with previous years, but toy donations are down. He noted they could use more toys for the age ranges of 8 to 12 year olds.

As concerns the parking area used by parents across from the Nathan Hale School, Chairman Kaupin questioned why the school system makes parents use a town parking lot across the street to drop off students. He noted the Town is looking into this.

Chairman Kaupin read a letter from Vinnie and Debbie Spanilo from 32 Deepwood Road addressed to Chief Charles Macsata at the Shaker Pines Fire Department. This was a letter of appreciation for the fire department providing certified and highly trained professional car seat installers. They recognized Fireman “Joe” for insuring their car seat was installed properly.

TOWN MANAGER REPORT & COMMUNICATIONS

Roads 2015 Update

Assistant Town Engineer John Cabibbo spoke about the local streets plan. He noted this amounts to \$10 million dollars a year worth of work in each year. He stated all these roads are full-depth reconstruction. He noted since the referendum was passed, they met with all the utility companies to discuss the roads plan, so that the Town and utilities can plan road work together so new streets are not being disturbed.

He explained they tried to equalize the miles in each section, and they’re trying to first do those roads that have been on the plan the longest. He noted they also try to do the work geographically so contractors don’t have to travel from one side of town to the other to do their work.

Mr. Cabibbo stated in the first year they will work on the Crescent Lake area and the east and west side of Raffia Road, and these constitute most of the streets that have been on the list the longest. He noted in 2016, they move over to some longer streets, some of which are located in the Green Manor area as well as in the Town Farm, Fletcher, Abbe, and Grant Road areas.

He noted in 2017, they will move into another fairly large area, which involves Mullen Road, Bridge Lane, Parsons Road, Campania, Manning and Lancer Roads.

He stated in 2018, they will be working in another area in the Green Manor area, as well other streets they haven’t worked on as yet in Thompsonville. He noted they’ll also address the Montano Road area and roads off of Elm Street.

He noted in 2019, the last year, they will be working in the Till Street area, as well as Ganny Terrace, Carmella Terrace and North and South River Streets. He went on to note that North and South River Streets were pushed towards the end of the program. He explained they want to see what will happen with the transit center on North River Street. He stated they’re also trying to get the Freshwater Brook bridge replaced on South River Street.

Mr. Cabibbo stated the map only shows the roads for the 2015 program. He pointed out other work will be happening in the Buckhorn area and that work will be happening next year and is currently under design. He explained Buckhorn doesn’t show up on the map because it’s not part of the sequence for the current referendum. He noted some other

streets they'll be finishing up are located off of Route 5, i.e., New King Street and Gorman Avenue.

Mr. Bilmes referred to the utility coordination and noted Green Manor Streets are shown in 2018 because the water company has plans in that area, and this is part of the coordination with the utility company. He went on to note Yankee Gas will follow the Town's plan, and Yankee Gas will target the neighborhoods that the Town is working in and finding out whether any residents wish to upgrade to gas.

As concerns arterials and collectors, Mr. Cabibbo noted most of the streets are pavement preservation, which means milling, paving or crack sealing or preventive maintenance. He noted there are a few streets that are full-depth reconstruction. He stated this program was recommended by the consultant, however, staff did a little shifting of a few areas so they will be working on the roads in two-year increments. He noted a lot of the work is in the first year and most of the work is pavement preservation as opposed to full-depth reconstruction.

Mr. Bilmes stated in order to execute this program, they believe it's necessary to hire an additional full-time roads engineer. He noted in addition to the Roads 2015 that was exhibited on the plans, they have a significant amount of other work.

Councilor Hall questioned whether the road information will be posted on the Town's website, and Mr. Coppler responded yes, if the Council is satisfied with what has been presented.

Councilor Hall stated her belief it makes sense that additional staff would be needed to accomplish this work. She questioned whether the cost for the additional person is coming from the referendum, and Mr. Coppler responded yes.

Councilor Arnone requested staff to double check St. James Street because this is a heavily traveled road, and it's falling apart.

Mr. Nunes pointed out the Connecticut Water Company will be doing work on St. James Street in 2018.

Councilor Arnone stated in the meantime, there's one part of St. James Street that is literally falling apart. He noted people have to constantly drive over the center line due to road deterioration. He suggested getting a traffic study done for St. James Street. He pointed out this is a major cut through for vehicles.

Councilor Arnone stated he supports the additional engineer.

Councilor Szewczak suggested this roads plan be shared with the Board of Education so that there can be a coordination with bus schedules. Mr. Cabibbo stated they always communicate with Smyth Bus Company to notify them of road work.

Councilor Deni thanked Public Works for addressing a problem on Field Road.

There was a consensus of the Council to move forward.

Mr. Coppler stated staff will look into the Nathan Hale parking issue. He noted he did receive today a communication from the Board of Education concerning this matter.

Mr. Kennedy stated Public Works received three quotes on the solar street sign for the Nathan Hale area. He noted they allocated the money, and they're in the process of purchasing this sign, and as soon as they do purchase the sign, it will be installed.

Councilor Deni stated the practice of The Reminder newspaper being thrown onto peoples' properties causes problems such as what happened with a Marble Street resident whose snow blower was damaged by this publication.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Deneen spoke about the snow removal and liability issue and explained CCM is working to put together a listing as to how many towns have shifted this responsibility. He noted his office and the Town's insurance company have not been able to find any cases brought against the town concerning this issue. He stated they did ask the Town's insurance consultant about whether there's a way of tracking that figure back to what it does to the Town's policy, and the response was that it's just a general liability and not tied to a specific activity. He noted the question was also raised as to whether shifting this would cause a change in the homeowner's insurance, and the consultant didn't believe so.

As concerns The Reminder publication being thrown onto peoples' property, Attorney Deneen stated the Town can't ban this practice. He noted the individual homeowner can call the publication and be placed on the "not distributed" list.

Attorney Deneen referred to comments raised by Mr. Brislin and noted in looking at how the Ethic Commission is recommending describing a personal interest, it deals specifically with relationships.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Cekala stated there will be some cafeteria work during Christmas break.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #2962 by Councilor Deni, seconded by Councilor Mangini to remove Item #12 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2962** adopted 11-0-0.

NOMINATION #2963 by Councilor Hall to appoint Timothy Slade (R) to the Commission on Aging for a term which expires 12/31/2016.

MOTION #2964 by Councilor Lee, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2964** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Timothy Slade appointed to the Commission on Aging by an 11-0-0 vote.

All other Old Business items remained tabled.

NEW BUSINESS

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #2965 by Councilor Arnone to appoint Stephen Opalick (D) to the Cultural Arts Commission for a term which expires 5/31/2016.

MOTION #2966 by Councilor Lee, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2966** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Stephen Opalick appointed to the Cultural Arts Commission by an 11-0-0 vote.

NOMINATION #2967 by Councilor Hall to reappoint Thomas Tyler (D) to the Board of Assessment Appeals for a term which expires 12/31/2017.

MOTION #2968 by Councilor Lee, seconded by Councilor Stokes to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2968** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Thomas Tyler reappointed to the Board of Assessment Appeals by an 11-0-0 vote.

NOMINATION #2969 by Councilor Arnone to reappoint Anthony Messina (D) to the Commission on Aging for a term which expires 12/31/2017.

MOTION #2970 by Councilor Lee, seconded by Councilor Hall to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2970** adopted 11-0-0.

Councilor Mangini commended Mr. Messina, who is one of founding members of the successful senior repair program. She noted people are very pleased with this program.

Upon a **ROLL-CALL** vote being taken, the Chair declared Anthony Messina reappointed to the Commission on Aging by an 11-0-0 vote.

RESOLUTION #2971 by Councilor Mangini, seconded by Councilor Arnone.

WHEREAS, the Town Code of Enfield, Appendix A, Article 1, Section 2-49 addresses the appointment and removal of members of the Inland Wetlands and Watercourses Agency (IWWA); and

WHEREAS, the Town Council wishes to amend the ordinance to redefine the Commission's composition and would provide for the appointment and removal of IWWA members by the Town Council; and

WHEREAS, a Public Hearing has been held in accordance with Charter requirements on December 1, 2014; and

WHEREAS, it has been determined this is in the best interest of the Town of Enfield to make changes to Article 1, Section 2-49.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the amended and revised Inland Wetland Watercourses Agency ordinance heretofore attached as "Attachment A".

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2971** adopted 11-0-0.

ITEMS FOR DISCUSSION

Item J. will remain on the agenda.

All other items have been moved to Miscellaneous.

MISCELLANEOUS

RESOLUTION #2972 by Councilor Mangini, seconded by Councilor Arnone.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Youth Services		
	Travel	22040450-558000	\$3,000

FROM:	Youth Services		
	Substitutes	22040450-513200	\$3,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 8, 2014.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2972** adopted 11-0-0.

RESOLUTION #2973 by Councilor Mangini, seconded by Councilor Deni.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Unallocated Charges	FROM:	Police Services
	Transfer Out		Overtime
	10800092-593014 \$40,675.00		10200500-514000 \$40,675.00
TO:	DUI Enforcement Program	FROM:	DUI Enforcement Program
	Overtime		DUI Enforcement
	25006049-514000 \$152,971.66		25040000-460490 \$122,025.00
	Medicare		General Fund Transfer In
	25006049-522100 \$2,217.94		25040000-48001 \$ 40,675.00
	Workers Comp		
	25006049-526000 \$7,372.73		
	Unemployment		
	25006049-525000 \$137.67		

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 6, 2014.

/s/ A. Lynn Nenni, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2973** adopted 11-0-0.

RESOLUTION #2974 by Councilor Hall, seconded by Councilor Arnone.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Building Inspection		
	Technology Services	10606800-533400	\$43,000
FROM:	Revenue		
	Building & Mechanical	10040000-412010	\$43,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 5, 2014.

/s/ A. Lynn Nenni, Director of Finance

Councilor Lee questioned whether the next step will be to procure this software, and Mr. Coppler responded yes, with implementation in the spring of 2015.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2974** adopted 11-0-0.

RESOLUTION #2975 by Councilor Mangini, seconded by Councilor Hall.

WHEREAS, the Town of Enfield Ethics Commission has made recommendation to the Enfield Town Council for amendments and revisions to Chapter 2, Article III. Boards and Commission, Division 4, Ethics Commission; Code of Ethics of the Town Code; and

WHEREAS, on December 15, 2014 a Public Hearing was held in accordance with Charter requirements; and

WHEREAS, it has been determined that it is in the best interest of the Town of Enfield to amend and revise Article III, Boards and Commission, Division 4, Ethics Commission; Code of Ethics of the Town Code.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the amended and revised Ethics Commission; Code of Ethics ordinance heretofore attached as "Attachment A."

Councilor Lee questioned whether Attorney Deneen could paraphrase what Mr. Brislin was trying to convey this evening. Attorney Deneen stated the first item had to deal with non-family relationships. He stated his belief that was addressed in the attempt to define those personal relationships. He noted he also talked about trying to differentiate between the roles of larger or smaller commissions so as not to close out a person's opportunity to serve in the Town. Attorney Deneen stated the Ethics Commission looked at this and decided it was more appropriate to have a single ethics policy that if it's bad for one group, it should be bad for everybody.

Councilor Lee stated Mr. Brislin posed an example where a participant on a commission would have to step down in order to fulfill the duties of their profession. Attorney Deneen stated there may be individual professional rules of conduct that come into play. He noted anyone, whether they're an engineer, an attorney or anything else, if they're serving on a land use commission, they will not be appearing before such a commission on behalf of someone else.

Councilor Lee stated his understanding that at any time a member of a board or commission can approach the Ethics Commission and seek an opinion on any matter, and Attorney Deneen stated that's correct.

Chairman Kaupin stated he received a call recently from Mr. Brislin who told him he was resigning from the Zoning Board of Appeals because he recently passed the Bar in Massachusetts. He noted Mr. Brislin's friend has an issue with either Fair Rent or Loan Review, and Mr. Brislin will represent his friend in front of that board, therefore, he thought it was his responsibility to resign from ZBA because he's a public official that is banned from an appearance within the ethics code. He noted according to Attorney Deneen, Mr. Brislin could have gone to the Ethics Commission first to see if there was an issue.

Councilor Szewczak stated her belief Mr. Brislin is alluding to members no longer having any rights because they sit on land use boards. Attorney Deneen quoted from the ethics ordinance, "a public official or municipal employee who has an interest which is in substantial conflict with the proper discharge of his duties or his employment..." He cited an example that if the discharge of a member's duties involves sitting as a member of the Conservation Commission or Cultural Arts Commission and that member is doing something totally unrelated to that, it's not in conflict with the discharge of that member's duties.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2975** adopted 11-0-0.

It was agreed to leave Item H. on the agenda.

RESOLUTION #2976 by Councilor Cekala, seconded by Councilor Edgar.

WHEREAS, the Town Council of the Town of Enfield recognizes the Guard and Reserve as essential to the strength of our nation and the well-being of our communities; and

WHEREAS, in the highest of American traditions, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession; and

WHEREAS, if these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

NOW, THEREFORE, BE IT RESOLVED, the Town Council and the Town of Enfield will join other employers in pledging that:

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- We will provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills service members bring to the workforce and will encourage opportunities to employ Guardsmen, Reservists, and Veterans.
- We will continually recognize and support our country's Service members and their families in peace, in crisis, and in war.

Chairman Kaupin stated he received a letter from Ted Graziani from Connecticut Employer Support of the Guard and Reserve asking him to sign the letter. He stated he did not feel it was his right as the Mayor to do so, but rather it's the responsibility of the Town Council to endorse, and for that reason he requested the Town Manager to include this on the agenda.

Councilor Hall expressed her appreciation for this because her son is one of the many men and women who serve in these wonderful military positions.

Councilor Deni stated as a former member and retiree of the National Guard, he fully supports this.

Councilor Cekala thanked all those who serve, and she's pleased they're doing this.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2976** adopted 11-0-0.

PUBLIC COMMUNICATIONS

Elizabeth Davis, 201 North Maple Street

Referring to parents having to park across the street from the Nathan Hale School, Ms. Davis noted the front parking lot of the school is too crowded with school buses. She noted the parking lot in front of the school is very small.

Mary Scutt, 64 Yale Drive

Stated the parking area across from Nathan Hale has always been used because the lot in front of the building is too small, and this is the only area for the teachers to park.

Robert Tkacz, 5 Enfield Terrace

Questioned whether there's an ordinance concerning parking on tree belts because if there is such an ordinance, it's not being enforced.

As concerns school guards, Mr. Tkacz stated someone should do a threat assessment and an analysis as to what's going on in the schools as well as a timeline as to the things that have happened over the past two or three years. He noted this will provide the public with an educated decision as to what should be done.

COUNCILOR COMMUNICATIONS

Addressing the concerns of Ms. Davis and Ms. Scutt, Chairman Kaupin suggested perhaps the teachers should park across from Nathan Hale, and perhaps they should re-organize the front parking lot to make it safe for the students.

Councilor Hall questioned whether this issue was passed onto the Police Department traffic division, and Chairman Kaupin stated it was passed onto the Town Manager and Assistant Town Manager, and they are handling it. Mr. Kennedy stated he will make sure the traffic division of the Police Department is looking at Nathan Hale if they aren't doing so already.

ADJOURNMENT

MOTION #2977 by Councilor Stokes, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2977** adopted 11-0-0, and the meeting stood adjourned at 8:55 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk, Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes
of December 15, 2014
Regular Town Council Meeting
See Page 10

Sec 2-49. Composition: officers; compensation.

The agency shall consist of seven members and three alternate members to be appointed by the town council. The initial appointments shall be three members for a term of two years; two members for a term of three years; and two members for a term of four years; one alternate member for a term of two years and two alternate members for a term of four years. The initial appointments made pursuant to this ordinance shall continue until the expiration of their term. Thereafter, any reappointment or new appointment shall be for a term of four years. The town council may remove any member or alternate member for cause and fill any vacancy for the unexpired portion of the term. All members shall be appointed in accordance with the requirements of G. S. §9-167a, as revised. All members shall serve without compensation

Appended to minutes
of December 15, 2014
Regular Town Council Meeting
See Page 12

Sec. 2-121. – Definitions

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Close Relative means the parents, grandparents, brother, sister, (including in-laws), spouse, child, grandchild, step-child, son-in-law, daughter-in-law, and also any person who is domiciled in the individual's household.

Gift means a payment, subscription, advance, forbearance, rendering of service, deposit of money, or anything of value unless consideration of equal or greater value is transferred in its place. The term "gift" shall not include a political contribution otherwise reported as required by law; services provided to support a political candidate or political party without compensation by persons volunteering their time; a commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business; anything of value received because of a family or other close personal relationship with the donor; food or beverage or both, consumed on a single occasion, the cost of which is less than \$50.00 per person per calendar year; an occasional non-pecuniary gift, insignificant in value; an award publicly presented in recognition of public service or any gift which would have been offered or given to him if he were not a public official or municipal employee.

Personal Interest means an interest in either the subject matter or a relationship with the parties involved in a matter before the commission, board of department which may impair the impartiality expected of any such employee or official.

Sec. 2-125. Procedure for receiving and hearing complaints.

(a) *Generally.* The commission shall receive complaints from any person of any alleged violation of the code of ethics. Any complaint received by the commission must be in writing on a form prescribed by the commission and signed under oath by the individual making said complaint before:

- (1) A judge of a court of record or a family support magistrate;
- (2) A clerk or deputy clerk of a court having a seal;
- (3) A commissioner of deeds or town clerk;
- (4) A notary public;
- (5) A justice of the peace; or
- (6) An attorney admitted to the bar of this state

If the person intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official function, he shall be in violation of this section.

(b) *Notices and investigations.* Upon receiving a complaint of an alleged violation of the code of ethics, the commission shall, within ten business days (excluding weekends and holidays), notify in writing the person about whom said complaint has been filed, advising the concerned person of the specific nature of the complaint made and being investigated by the commission, and enclosing therewith a copy of the complaint. The commission shall make a probable cause investigation of the validity of the complaint including interviews or discussions with the complainant, town personnel or members of other public or private agencies. This probable cause investigation shall be held in compliance with G.S. § 7-148h. and § 1-82a. Not later than three business days after termination of the investigation, the commission shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making the finding. At any time after the receipt of a complaint, the commission may dismiss the complaint after finding there is no justification for such complaint; such notice of dismissal outlining its finding and summary of its reasons for making that finding, shall be given, in writing, to the complainant and the respondent. If the investigation finds that there is probable cause to believe that a provision of this Article has been violated, the commission by an affirmative vote of at least four members shall set a date for a hearing held in accordance with Rules of Procedure adopted by the commission.

Sec. 2-127. Notice.

(a) All notices required under this division shall be sent by registered or certified mail, return receipt requested.

(b) The mailing address of the ethics commission shall be c/o Town Manager 820 Enfield Street, Enfield, CT 06082 and forwarded unopened to the Chair of the Ethics Commission. Correspondence may be opened only by the commission chair or his designee.

Sec. 2-129. Code of ethics.

(j) *Later case interest.* No public official or municipal employee shall, for a period of one year, after the termination of service or employment with the town, appear before any board, commission, committee or agency of the town in relation to any case, proceeding or application in which he personally participated during the period of his service or employment, or which was under his active consideration.

(k) *Disclosure of interest in legislative action.* Any member of the town council or other town board or commission who has a financial interest or personal interest in any proposal before the council or a town board or commission shall disclose on the record of the council, board or commission existence of such an interest. Any other public official or municipal employee who has a financial or personal interest in any proposed legislative action of the council or the commission and who participates in discussion with or gives an official opinion or recommendation to the council or the commission, shall disclose on the record of the council or the commission the nature and extent of such interest.

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
TUESDAY, DECEMBER 16, 2014**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, December 16, 2014. The meeting was called to order at 6:00 p.m.

ROLL-CALL – Present were Councilors Arnone, Deni, Edgar, Hall, Kaupin, Lee, Mangini and Stokes. Councilor Szewczak arrived at 6:07 p.m. Councilors Bosco and Cekala were absent. Councilor Deni left at 7:05 p.m. and Councilor Lee left at 7:45 p.m. Also present were Town Manager, Matthew Coppler; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Chief of Police, Carl Sferrazza; Director of Public Safety, Christopher Bromson; Captains Fred Hall and Jeffrey Golden

Present from the Enfield Board of Education were Vincent Grady, Tina LeBlanc, Timothy Neville, Raymond Peabody, Thomas Sirard and Stacy Thurston. Also present were Superintendent, Dr. Jeffrey Schumann; Deputy Superintendent, Christopher Drezek

DISCUSSION OF EVALUATION REPORT ON SCHOOL SECURITY

Mr. Coppler reviewed the time line for this topic as follows:

- School Security Committee was created January 3, 2013
- Town Council approves MOU on March 25, 2013
- Board of Education approves MOU on March 26, 2013
- Town Council approves MOU with non-public schools on July 1, 2013
- School Year 1 begins September, 2013 (Michael Dorn came in and did a preliminary review of some of the things the Town did)
- School Year 2 begins September, 2014 (Michael Dorn came in and did a site assessment, which leads to the evaluation report that both the Board and Council received)

He stated the joint committee is comprised of Councilors Hall, Mangini and Stokes on the Town side and Vinnie Grady and Tom Sirard on the Board of Education side. Also involved are Fire Chief Ed Richards, Public Safety Director, Chris Bromson, Chief Sferrazza, Captain Hall, Dr. Schumann and Chris Drezek.

Mr. Coppler reviewed prevention and mitigation as follows:

- Hardening of access points
- Hardening of interior doorways & classrooms
- Improving technical enhancement to improve communications
- Remote view technology enhancement (cameras)
- Limited access with intercom system
- Guest identification/sign in

- Review & update of procedures and protocols
- School security officers
- Active shooter protocols by Enfield Police Department
- Reunification Plan
- Crisis Intervention Plan
- Communication Plan

Mr. Coppler referred to Mr. Dorn's findings report as follows:

- Analysts were impressed with caliber, philosophies, professionalism and obvious efforts of SSO's at Enfield Public Schools.
- Enfield Public Schools are appropriately safe in relation to the costs of the SSO Program.
- The current SSO Program is a cost effective security approach for Enfield Public Schools.
- Enfield Public Schools building administrators overwhelmingly want to continue having SSO's in their buildings.
- The Enfield community has developed an excellent approach to suicide prevention.

Recommendations were reviewed as follows:

- Communications between the Town Council, Board of Education, employees of the schools and community
- Increase the scope of work for SSO's.
- More training related to school safety, security and emergency preparedness measures and drills for Enfield Public Schools students.
- Creation of an effective multi-disciplinary threat assessment process.
- Updates are needed for the district's Emergency Management Plan.

Joint Meeting Recommendations:

- Renew the SSO Program and authorize staff to begin the negotiation of the four MOU's
- Support of the recommendations issued in the evaluation report authored by Mr. Dorn.

Councilor Stokes stated he has been on this committee from the beginning. He thanked everyone for their work in this endeavor. He noted there's a lot of support from parents and staff, and the Town side highly endorses keeping this program going. He pointed out there are many facets to this program, and all those facets work together. He stated his belief Enfield has one of the finest school security programs in the country.

Councilor Arnone agreed about the need for increased communication. He stated his belief the scope of the work has to be increased for the SSO's. He noted he's not in favor of SSO's being involved in the discipline of students, especially younger children.

Mr. Bromson agreed with Councilor Arnone. He pointed out SSO's would not be involved in discipline, unless they were asked to help support staff until other resources became available. He noted staff also has to be trained in safety measures.

Councilor Hall referred to the introduction of the Dorn report and read as follows:

"We were impressed that the Town, the District, and the EPD were open to an external audit and ready to receive criticism feedback because by nature audits are often viewed as focused on finding negative findings or problems. We were also impressed that the Town, the District and the EPD did not make arbitrary decisions on any important programs such as the SSO Program at the EPS, but seeks to make adjustments based on feedback from a wide array of stakeholders. By talking to the students, the staff and the parents, as well as the community, will not only help the Town, the District and the EPD to identify the areas of improvement, but also to generate sustainable growth of community support for the EPS."

Councilor Hall stated she believes this statement is important because there's been a lot of criticism as to the independence of this report, and she feels it needs to be understood that the Town didn't evaluate this system, but rather it was a very highly rated group called "Safe Havens International", and Mr. Dorn comes with accolades from all over the world.

Councilor Hall stated the feedback they've been getting from principals and teachers is that they want this training. She then read the conclusion of the report as follows:

"Although we've identified a number of opportunities for improvements, our analysts were deeply impressed with the caliber, the professionalism, the competence and dedication of the SSO's at the EPS. The approach utilized to implement the program is what is considered a leading practice in the field. We have also referred other clients to the EPD for not only the SSO program, but for the community-based suicide prevention strategy."

Councilor Hall stated they looked at all the facets of what Enfield has in place, and they were impressed enough to refer other communities to Enfield. She stated this program is truly something the Town and Board of Education can be very proud of, and there's been a lot of thought and effort that went into this. She acknowledged there's a lot of room for improvement. She noted she's very proud of all the work that has gone into this at all different levels. She thanked all the people who have gone above and beyond in putting this program together. She noted one of the principals put this best, and she read as follows:

“I am new to the district and had mixed feelings about having an armed officer in a primary building. After making a concerted effort to put my personal politics aside and remain open-minded through the process of familiarizing myself with the role of the officer and observing their duties and interactions on campus, I’m a firm believer that having this officer with us not only improves the security, but also has a positive, far-reaching impact on our students’ lives. The officers are seen as a positive member of the community in the school with a large number of young students who might otherwise see an officer as an adversary due to personal family issues.”

Councilor Hall stated her belief this sums it up for a lot of the feelings that were expressed in the report.

Councilor Mangini thanked the Committee. She stated she supports this program. She clarified these are School Security Officers, not armed guards. She pointed out these individuals have been carefully vetted to be sure they fit the bill. She noted these individuals are the first line of defense. She stated in addition to being the first line of defense, it should be recognized that EPS has SRO’s in the secondary schools, and they’re also armed individuals. She noted SSO’s also act as mentors to students. She stated often they intervene when there’s a school fight breaks out or an accident occurs. She stated her belief the Town is on the right track.

Mr. Sirard referred to an earlier comment about SSO’s and discipline and noted there’s a difference between a detaining function and a disciplinary function. He stated his belief the SSO’s are top notch and living up to the MOU. He noted the Board of Education has worked very well with the Town on this program. He stated he’s very much in favor of this program, and he believes there’s been a significant improvement in school climate.

Ms. LeBlanc referred to the 2014 budget appropriations and areas such as health services, other professional services and other supplies and materials. She requested clarification on these items. Mr. Coppler referred to health services and noted the Town does health and physical evaluations as well as psychological evaluations. He noted as concerns professional services for 2014, that involves live fire training for each of the SSO’s because they want them highly trained.

Ms. LeBlanc stated her impression the SSO’s would possibly go away after a couple years, and there would be more hardening of the schools. She stated she doesn’t see a lot of enhancements to the plan. She feels like it’s going to be status quo for another two years with the SSO’s.

Mr. Bromson stated there was a sunset provision that said in two years they would look at this, and that’s what they’re doing now. In regard to the duties of the SSO’s, he stated his belief what the SSO’s are doing is a good fit. He noted their current duties will continue. He went on to note that if there ever were a problem with an SSO, it would be addressed immediately.

Ms. LeBlanc questioned when SSO's would be working overtime. Mr. Bromson stated SSO's do not work overtime, and they don't get any benefits. He noted if they weren't fully up to staff with SSO's, they would have a regular police officer cover. He stated over the last year, it's been about one percent in overtime for officers, and he stated his belief that amount to less than \$11,000. He feels that will be less going forward.

Mr. Coppler stated a lot of time and effort was spent early on regarding a number of hardening features. He noted the reality is that most of what they've done is probably the best bang for the dollar. He stated to do more doesn't make a lot of sense because there are a lot of facility issues with buildings. He noted as they do building improvements, they can do further upgrades. He stated after they did the earlier hardening, they looked at the technological and communications piece, i.e., visitor I.D. systems in each of the schools and access systems that are being put into the schools.

Mr. Bromson stated there are a couple major improvements which are an integral part of the plan, and it's recommended by the State. He noted it's expensive, but with their grant money and the CIP, they are funded for that work. He feels the Town has been good stewards of the money.

Ms. LeBlanc stated the money for the SSO's is allocated to Public Safety. She noted if the school security program goes away, that's not an additional \$700,000 that's going to go into the school budget. She stated people at public hearings were under the impression that the money was taken out of the school budget to pay for the SSO's. She stated the money is coming out of the Town budget, under Public Safety, to pay for the SSO's, independent of the education budget.

Mr. Bromson stated another misconception is that Enfield is the only town doing this. He noted the experts they've spoken to have said this is a trend nationally. He stated Chief of Police in the western and southern states are amazed that SSO's aren't in schools. He pointed out he gets calls all the time from cities and towns in Connecticut that are considering this program. He noted private schools, colleges and communities that have the money are all doing this. He stated Springfield Schools have an armed police officer in every school, and the cost is born by their Board of Education.

Councilor Hall stated they have a lot more hardening coming, and the money that was allocated in grant funds from the state is going to some extensive hardening on some of the schools. She noted the SSO's are an integral part of this program.

Councilor Lee questioned if the committee identifies next steps, i.e., night time lighting as part of the building improvement program. Mr. Coppler stated there are certain items that will fall under facility improvements, which they'll look at from a safety perspective. He noted Gary Harrison is looking at other things that need to be done, and he's putting forth a number of recommended improvements.

Councilor Stokes stated when they first started working on this program a couple years ago, the focus was on the school day and access to the schools. He noted since that time, there are a lot of other things they will be looking at.

Mr. Peabody stated he appreciates the hard work of the committee. He noted people ask him what SSO officers do, and he would like to see incident reports so that the Board can understand what they are doing and share that information to those people who question the Board. He stated he would like to see more communications. He questioned what is the sustainability plan going forward, and can the plan include information as to whether they need a full-time guard at the door as they harden the facilities.

Mr. Bromson agreed about the need for communication, and they'd like to do another PSA. He noted they do have SSO's complete incident reports, and the main categories of those reports have to do with medical, general safety, custody issues, upset parents, etc. He stated there are other options concerning SSO's. He added he does not believe that simply hardening the buildings will be enough. He noted often the perpetrator comes from within, therefore, they felt they would do the most they could with hardening and have the armed presence of a real professional who could respond and provide those extra minutes before the police would be able to arrive.

Chairman Kaupin stated his belief Enfield has a culture whereby they identify an issue and they put a program together to address it. He noted he doesn't mind Enfield being on the cutting edge of a well thought out program. He stated he was happy that Mr. Dorn wanted to spend some time with the suicide prevention steering committee, and suicide prevention in the end is such a key issue to school security. He noted there's still work to do over an extended period of time. He thanked everyone for their work on this program. He stated his belief it's time that they are more open in communications with the public. He agreed that this is an evolving plan. He suggested picking a date after the holidays for a public hearing.

Mr. Sirard agreed they need to have a joint meeting of the Board, Council and public.

Mr. Neville emphasized the need for good communications, and there should be more clarification about the program and some information about costs.

Councilor Stokes stated his belief they need to pick a date for the community conversation, and they need to involve parochial schools.

Mr. Bromson stated they will not justify the existence of the program by having SSO's do busy work. He noted part of this program was the hardening, the policies, and there's a particular purpose why the SSO's are former police officers, and that's to do an ultimate task that they hope they never have to do.

Chairman Kaupin suggested holding four focus meetings in the month of January.

Councilor Hall referred to the state-mandated school security manual, and one of the recommendations in that manual is focus groups. She noted one of the recommendations that Dorn has is to incorporate it with the suicide prevention group. She noted that's part of Gary Harrison's charge and he will look at how they can incorporate that into the school security group.

The meeting recessed at 7:45 p.m., and reconvened at 7:55 p.m.

RESOLUTION #2978 by Councilor Mangini, seconded by Councilor Arnone.

RESOLVED, that the Mayor, Scott R. Kaupin, is authorized to sign the Enfield Public School's grant application for the "Smart Start Program" with the Connecticut Office of Early Childhood.

Dr. Schumann stated the grant requires the signature of the Mayor, Board Chair and Superintendent. He noted they learned about this grant for pre-K education and immediately started to work with KITE and KITE's grant writer to learn how they could secure some of this funding through this grant. He stated the Board would like to create an early childhood center in the Stowe building, and they expect the FRC from Hazardville Memorial will be ready to move into this building on January 1st. He stated they hope ECDC will be moving out of Alcorn into the Stowe building on April 1st. He noted over the course of the summer, they'll move their five pre-school programs from Hazardville Memorial to the Stowe building. He stated they're interested in creating two additional pre-school classrooms which are not slated for Special Education students per se. He noted they are obligated to provide pre-school special education to some students in the community. He stated one of the ways they'll fund at least one of the classrooms will be through the Smart Start Grant. He explained this grant allows the community to provide for residents of the community, who are three and four years old to attend a pre-school program. He noted the grant provides \$75,000 in the first year for renovations to the facility and then provides \$5,000 per year for up to 15 students for up to five years, and the state is looking to possibly extending that for an additional five years.

Mr. Sirard emphasized that this is for Enfield children, and it will help facilitate the early educational center that they're trying to develop in conjunction with the Town at the Stowe building.

Chairman Kaupin questioned whether it's a requirement that the Mayor sign the grant, and Dr. Schumann responded yes.

Chairman Kaupin stated he would read some questions from Councilor Lee who had to leave this meeting earlier.

Councilor Lee question: What is Enfield's vision for a pre-school offering? Does the Board of Education possess the suitable authority to establish such a program if the Governor's initiative is via the Office of Early Childhood?

Dr. Schumann stated the Board of Education already operates a pre-school program. He noted it is a special education program where 50% of the students are special education students and 50% are non-disabled peers, and the Board of Education is already operating a five-room pre-school program at Hazardville Memorial.

Councilor Lee question: By accepting the Smart Start funding it would appear Enfield Public Schools would be agreeing to provide open access to the facility and classrooms to several state agencies at any time. Do such broad permissions exist in the public school system today?

Dr. Schumann stated the Office of Early Childhood would be providing the grant, and they encourage that agency to visit often. He noted they exist because the State Department grants them permission and charges them with the responsibility of educating the students, and they respond to them regularly.

Councilor Lee question: What are the basic operating parameters of the program that Enfield Public Schools envisions at Stowe for three and four year olds?

Dr. Schumann stated it will be early childhood education. He noted the Humanities Coordinator and Special Education Department will develop the curriculum to provide opportunities for those students. He stated it's also expected they will participate in the ECDC Program before and after school. He noted this will be a center where they expect to provide services to as many as 300 to 400 three and four year olds in one location, and this will get them off to a good start so that they'll be ready for full-day kindergarten.

Councilor Lee question: How does this program compare and contrast with Head Start?

Dr. Schumann stated Head Start is also an early childhood program, and they have very specific criteria for who can participate. He noted Head Start is limited by charter in the number of seats they can put in. He stated Head Start has a waiting list. He noted the Enfield Board of Education will provide opportunities for children who already have an established need and there's a desire to get that service that they're currently on a waiting list for.

Councilor Arnone questioned how the system will pick its applicants. Dr. Schumann stated the Board of Education doesn't have to use the criteria that Head Start uses. He noted they will probably use some type of lottery system and not necessarily pick from a waiting list.

Councilor Lee question: What's the likely impact on Enfield's existing private pre-school facilities?

Mr. Sirard stated they're looking at an additional 15 seats.

Councilor Lee question: The application refers to a lengthy statement of assurances which involve commitments by the Town of Enfield. Has the Town Manager or the

Public Works Director signed off on the assurances which they will be responsible for?
Has the Town of Enfield legal team offered comment?

Chairman Kaupin stated it's understood that the Town and Board are partners in the creation of the Early Childhood Center, and it's understood there will be work to be done to get that facility ready.

Councilor Lee question: How does the Smart Start funding from the Office of Early Childhood impact Enfield's cost sharing grant model and minimum budget requirement?

Dr. Schumann stated his belief it won't effect it at all.

Councilor Lee question: Where in Enfield Public Schools budget are the existing pre-k services and operations listed?

Dr. Schumann responded in the special education program.

Councilor Szewczak questioned whether there will be any fee, and Dr. Schumann responded no.

Councilor Szewczak questioned how many three and four year olds participate in the CREC program, and Dr. Schumann stated he can get that information.

Councilor Edgar stated his understanding there would be two classrooms accommodating 16 Enfield students and 16 from out of town. Mr. Sirard noted that's part of the School Choice Program.

Dr. Schumann added this grant is for one classroom, and that will be the Smart Start grant classroom, and it will be all Enfield students. He noted they envision a second classroom which will be part of the State's Early Beginnings Program, and that program is for 50% Enfield Students and 50% Open Choice students. He noted in addition, their vision for that classroom is a bilingual classroom to service the needs of some of Enfield's bilingual students and some of Hartford's bilingual students. He stated the Early Beginnings Program is just a four-year old program, and the Smart Start Program is a three and four-year old program.

Councilor Edgar questioned whether the \$75,000 covers everything, and Dr. Schumann stated he's unsure they'll be able to run the entire program for \$75,000. He noted they'd probably have a teacher at the beginning of the pay scale in the low 40's and an hourly aide.

Councilor Edgar questioned what Enfield's share will be on top of the \$75,000, and Mr. Sirard stated part of the reason for applying for the grant is to offset some of the costs they've already committed to.

Councilor Edgar requested a ballpark figure how much more it will cost the Town above that grant, and Dr. Schumann stated he doesn't know the exact differential because they're going into this with the idea of shared services. He noted this is the beginning of an experiment to utilize the Stowe building for a purpose of shared services for three and four year olds. He noted they want to do this because there's still a large obligation to the State for the Stowe building, which approaches a million dollars, therefore, it will be significantly less than paying back the million dollars.

Councilor Edgar questioned if this is part of Scheff vs. O'Neil, and Dr. Schumann responded the Open Choice Program is, but the Smart Start is not.

Chairman Kaupin questioned how many Open Choice students come in for kindergarten, and Dr. Schumann stated they like to get ten, but that doesn't always happen. He estimated they have four or five this year.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #2978** adopted 6-1-0, with Councilor Edgar voting against the resolution.

ADJOURNMENT

MOTION #2979 by Councilor Mangini, seconded by Councilor Hall to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #2979** adopted 7-0-0, and the meeting stood adjourned at 8:26 p.m.

Respectfully submitted,

Suzanne Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**RESOLUTION REGARDING THE REFERRAL TO PLANNING AND ZONING
COMMISSION FOR THE PROPOSED LICENSE AGREEMENT FOR A PORTION
OF NEELANS ROAD**

WHEREAS, the Town of Enfield has received a request from Joseph C. and Jacquelyn C. Bosco to make needed repairs to their home, at 74 Town Farm Road, also known as Lot 4 on Assessor's Map 71; and

WHEREAS, these repairs will encroach into the undeveloped portion of the Neelans Road right-of-way, commonly known as "Old Neelans Road"; and

WHEREAS, to allow for these repairs to occur within the Town's right-of-way, the Town Council will have to grant a license to Joseph C. and Jacquelyn C. Bosco; and

WHEREAS, the Council must refer this proposed transaction to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute §8-24;

NOW, THEREFORE, BE IT RESOLVED, that the proposed license for work related to the above-mentioned repairs, which will encroach onto "Old Neelans Road" is referred to the Planning and Zoning Commission in conformance with the requirements of Connecticut General Statute §8-24.

Prepared by: Town Manager's Office
Date Prepared: December 12, 2014



TOWN OF ENFIELD

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (Agreement), made and entered into this ____ day of _____, 2014 by and between _____, of the Town of Enfield and State of Connecticut, residing at _____, Enfield, Connecticut (the Owner); and the TOWN OF ENFIELD, a municipal corporation located in the County of Hartford and State of Connecticut (the Town).

WHEREAS, the Owner owns the fee simple interest in certain real property known as _____, and shown as Assessor's Map _____, Block _____, Lots _____, as described in a deed recorded in Volume _____, Page _____ in the Enfield Land Records, Enfield, Connecticut (the Owner's Property); and

WHEREAS, the Town has an unused but not abandoned road way known as Old Neelan's Road which crosses the Owners' Property; and

WHEREAS, the Owners' home located on Owners' Property is in need of support, stablization and shoring up, which construction would be required to encroach upon the Town's right of way over Old Neelans Road; and

WHEREAS, the Town has no present intent to use Old Neelans Road as a public roadway, but does not wish to abandon or discontinue its use under the Connecticut General Statutes and is willing to grant a license to allow Owner to encroach upon the Town's right of way in order to stabilize and shore up their home; and

WHEREAS, at its regular meeting of _____, the Town Council of the Town of Enfield by Resolution # _____ approved the granting of a license for the Owner to encroach upon the Town's right of way for purposes of constructing support and stabilization measures to support their home

NOW, THEREFORE, IT IS AGREED:

1. The Town grants to the Owner, a license to use the Town Property located immediately ____ of and abutting the Owner's Property, as shown on the map entitled "_____", attached hereto as Exhibit A, for the purposes of constructing support, stabilization measures and shoring up of Owner's residence and other activities consistent therewith.
2. The Owner shall be responsible for obtaining all proper and required land use permits or other permits, and shall use the Town Property in accordance with those permits.

3. The District shall provide a Certificate of Insurance relative to the use of the Town Property which names the Town as an additional insured in an amount approved by the Town's Risk Manager.
4. If the Town should elect to use Old Neelans Road as a public right of way, the Town and the Owner may agree on a suitable exchange of real property to permit the road to be reopened, or if the Town and Owner are unable to so agree, this Agreement shall terminate upon six (6) months days written notice by the Town to the Owner.
5. Upon the termination of this License, the Owner shall restore the Town Property to its current state, normal wear and tear excepted.

TOWN OF ENFIELD

By: Matthew W. Coppler, Town Manager

Date

Owner:

Date



TOWN OF ENFIELD

December 26, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds from General Fund Balance to the Information Technology Fund \$130,866

Councillors:

Background:

As part of the FY 2015 Budget Resolution, Council authorized the transfer of funds (to be determined by the Finance Director) from the General Fund to the Information Technology Fund. This transfer will result in the reduction of the Enfield Board of Education's contribution to the Information Technology Fund. This amount represents those funds that were part of the FY2013 BOE allotment that were unspent at the end of FY 2014.

The Finance Department has completed the work related to the FY 2014 audit and is certifying that the unspent funds from the FY 2014 BOE allotment to be \$130,866. Pursuant to the FY 2015 Budget Resolution, Council now must transfer this amount to the Information Technology Fund and reduce the budgeted BOE contribution to the Information Technology Fund by the same amount.

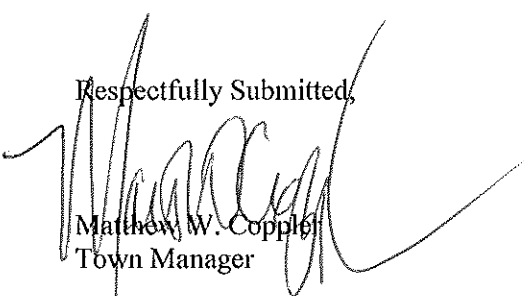
Budget Impact

Because this transfer was accounted for in the FY 2015 Budget, there will be no impact on the current budget.

Recommendation

It is recommended that Council adopt the attached Transfer Resolution

Respectfully Submitted,


Matthew W. Copple
Town Manager

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

FROM:

TO:

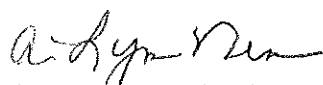
10040000-499000 Fund Balance \$130,866 10800092-593012 Transfer Out IT \$130,866

FROM:

TO:

24040000-488500 Transfer From BOE \$130,866 24040000-480001 Transfer From General
Fund (Town) \$130,866

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 27, 2013.

 12/29/2014
A. Lynn Nenni, Director of Finance

APPROVED BY:  **Town Manager**

Date: 12/30/2014



TOWN OF ENFIELD

December 26, 2014

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Adopting a Policy for the Disposition of Town-Owned Personal Property

Councilors:

Highlights:

- Establishes guidelines for determining when and how the disposal of Town owned surplus property is in the best interest of the Town of Enfield
- Assigns responsibility of administration of the different aspects of the policy
- Develops the method of disposition based upon the dollar value of the property
- Personal Property valued over \$2,000 will require Town Council to approve the disposition of that property by majority vote of its members
- Provides for approved methods of disposal of surplused personal property

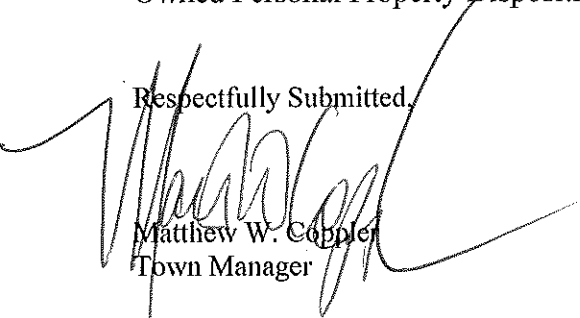
Budget Impact

None.

Recommendation

It is recommended that Council adopt the attached Resolution approving the proposed Town Owned Personal Property Disposition Policy.

Respectfully Submitted,


Matthew W. Copley
Town Manager

Attachments:

1. Resolution

**ENFIELD TOWN COUNCIL
RESOLUTION #_____**

**Resolution Adopting a Policy
for the Disposition of Town-Owned Surplus Personal Property**

WHEREAS, the Town of Enfield has no formal policy on the disposition of Town-owned surplus personal property (personal property); and

WHEREAS, the Enfield Town Council desires to establish a method of valuation for such personal property and a policy for the acceptable and appropriate disposition thereof;

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby adopt the Disposition of Town-owned Surplus Personal Property Policy heretofore attached as "Attachment A."

Date Prepared: December 26, 2014
Prepared by: Town Manager's Office

Attachment A

DISPOSITION OF TOWN-OWNED SURPLUS PERSONAL PROPERTY

Sections

- I. Purpose.
- II. Definitions.
- III. Guidelines.
- IV. Responsibility for administration.
- V. Determination of value.
- VI. Report to Town Manager—Initial procedure.
- VII. Surplus Property valued at less than two thousand dollars.
- VIII. Surplus Property valued at two thousand dollars or more.
- IX. Exceptions.

I. Purpose.

The purpose of this chapter is to establish a procedure for the disposition of Town-owned surplus personal property.

II. Definitions.

For purposes of this chapter, the following words or phrases shall have the meanings indicated below.

- A. *Surplus Property* means tangible personal property owned by the Town of Enfield that has been determined to be unneeded presently or in the foreseeable future, or that is no longer of value or use to the Town.
- B. *Town Department* means a department of the Town of Enfield as created by the Town Charter or by the Town Council.
- C. *Town Manager* means the Town Manager of the Town of Enfield or his designee.
- D. *Value* means an estimate of the reasonable market value of surplus property in “as is, where is” condition.

III. Guidelines.

Surplus property shall be disposed of in a manner that is in the Town’s best interests. Factors to consider in determining the Town’s best interests include, but are not limited to:

- A. Possible future needs of the Town;
- B. Present value of the property;
- C. Likelihood of locating a buyer;
- D. Intergovernmental cooperation;

39 E. The general welfare of the citizens of the Town.

40 **IV. Responsibility for administration.**

41 The Town Manager is responsible for the administration of this chapter. The Town
42 Manager shall coordinate the disposition of surplus property and shall assist the Town
43 Council in determining the best method for disposal thereof. Town departments shall
44 cooperate with the Town Manager to ensure the most efficient and beneficial disposal of
45 surplus property.

46 **V. Determination of value.**

47 A Town Department wishing to dispose of any of its surplus property shall estimate the
48 value thereof. If the Department responsible for the property is unable to estimate its value,
49 the Town Manager shall determine the value.

50 **VI. Report to Town Manager—Initial procedure.**

51 A Town department responsible for tangible personal property which it wishes to declare
52 as surplus property shall provide the Town Manager with a description of the property, its
53 location, its condition, and its value.

54 **VII. Surplus Property Valued at Less than Two Thousand Dollars (\$2,000).**

55 The method of disposition of surplus property, the value of which is determined to be less
56 than two thousand dollars (\$2,000), shall be determined by the Town Manager after
57 consideration of the Town's best interests, consistent with the guidelines herein.

58 **VIII. Surplus Property Valued at Two Thousand Dollars (\$2,000) or More.**

59 The method of disposition of surplus property, valued at two thousand dollars (\$2,000) or
60 more, must be approved by a majority of the Town Council in accordance with the
61 following procedure:

62 A. The Town Manager shall present a report to the Town Council which shall include the
63 basis for the estimated value of the surplus property and a recommendation regarding
64 the manner of disposal. Such recommendation shall be based on guidelines provided
65 herein to determine the best interest of the Town.

66 B. With Town Council approval, the Town Manager may dispose of the surplus property
67 in one of the following ways:

68 1. Public auction with at least one public notice consistent with State and Town
69 requirements, a minimum of thirteen days prior to the auction date, providing a
70 description of the surplus property, the date and the address of the auction;

71 2. Internet auction with at least one public notice consistent with State and Town
72 requirements, a minimum of thirteen days prior to the auction date, providing a
73 description of the surplus property, the date and the website address for the auction.

74 3. Solicitation of written bids with at least one notice by publication in a newspaper
75 having general circulation in the Town a minimum of thirteen days prior to the bid
76 opening;

77 4. Negotiated sale to one or more designated buyers with at least one notice by
78 publication in a newspaper having general circulation in the Town a minimum of
79 thirteen days prior to the proposal deadline;

80 5. Transfer to another governmental agency at or below value; or

81 6. Lease or loan of the surplus property.

82 C. The Town Manager may request Town Council authorization to dispose of surplus
83 property in another manner.

84 D. The Town Council by resolution shall determine whether and in what manner the
85 surplus property should be disposed.

86 E. If the Town Manager is unable to dispose of the property in the manner specified by
87 Council, the Town Manager shall report back to the Council and make a
88 recommendation for further action.

89 **IX. Exceptions.**

90 If Town ordinances and the Connecticut General Statutes impose special conditions for the
91 disposition of municipal property, Town officials shall comply with those requirements,
92 treating them as limited mandatory exceptions to this chapter.

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

Amendment of the Town Manager's Employment Agreement

BE IT RESOLVED, that the Town Council of the Town of Enfield hereby amends the employment contract for the Town Manager under Section 14, Deferred Compensation Plan, for the period November 1, 2014 through and including October 30, 2015 the Town shall not be required to make any further contribution to the Town Manager's ICMA Retirement Account and in lieu thereof the same sum shall be paid to the Town Manager. Thereafter, the Town Manager shall elect, prior to November 1 of each succeeding year, or until amended by both parties, to have this sum either contributed to his ICMA Retirement Account or paid in lump sum.

Date Prepared: December 26, 2014
Prepared by: Town Manager's Office

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 12/23/2014
Name: Yvonne Wollenberg
Address: 8 Hollywood Drive - Enfield, CT
Telephone No. (Home): (860)763-0139 (Work): N/A
Occupation: retired E-Mail: ywollenberg@gmail.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Unaffiliated

Board, Commission or Agency
Interested in:

Library Board of Trustees

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have always had a connection to the Enfield Public Library - from the time I was a child to the 17 years that I worked there. I feel I have a good sense of what the library needs are and am willing to devote my time to this purpose. I also believe it is a good thing to give back to your community.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:

I am presently a member of the Enfield Cultural Arts Commission. I have been on this committee for approximately 8 years.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

CRCOG REGIONAL PLANNING COMMISSION
2015 APPOINTMENT NOTIFICATION FORM

COPY

TOWN Enfield

2015 REPRESENTATIVE TO
CRCOG REGIONAL PLANNING COMMISSION

NAME: Alan Drinan

ADDRESS: 36 Monroe Road
Enfield, CT 06082

TEL. NO. HOME: 860-741-0640
WORK: —

E-MAIL aloha.al@gmail.com

Are you willing to receive meeting package via email? Yes ☒ No ☐

2015 ALTERNATE TO
CRCOG REGIONAL PLANNING COMMISSION

NAME: Lori Longhi

ADDRESS: 1427 Enfield Street
Enfield, CT 06082

TEL. NO. HOME: 860-745-4547
WORK: —

E-MAIL dllonghi@aol.com

Are you willing to receive meeting package via email? Yes ☒ No ☐

PLEASE RETURN TO:

Emily Hultquist, Principal Planner and Policy Analyst
Capitol Region Council of Governments
241 Main Street
Hartford, CT 06106
Fax #: 860-724-1274

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 12/18/2014
Name: Howard Florian
Address: 23 Theodore St. Enfield, Ct.
Telephone No. (Home): 860-763-1949 (Work):
Occupation: Retired E-Mail: HFlor48446@aol.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Independent

Board, Commission or Agency
Interested in:

Commission on Aging

☐ New Appointment ☒ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have served on the Commission of Aging for the last year. I am also on the Triad Committee, as well as the Symposium Sub-Committee. I have been a Meals on Wheels volunteer for the last 4 1/2 years, as well as the substitute co-ordinator.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time served:
Commission on Aging - 2013 to present

If this is a reappointment, please list the number of meetings attended during the last 12 months:
9

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☐ Yes ☒ No

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 12/29/2014
Name: Amy C Raymond
Address: 6 Winding Lane
Telephone No. (Home): 860-841-6576 (Work): 860-741-6648
Occupation: Director E-Mail: amyraymond555@msn.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Republican

Board, Commission or Agency
Interested in: Fair Rent Commission

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

As a home-owner in the Town of Enfield for over 14 years; I feel I can give an unbiased opinion towards both renter's and land lords

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☐ Yes ☒ No

If so, please state name of Board, Commission or Agency and time server:

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No

Town of Enfield**Application for Vacancy on Boards, Agencies & Commissions**

Date: 11/20/2014
Name: Billie-Jean Griffin
Address: 161 Spring St
Telephone No. (Home): 8609993253 (Work): 8607413701 ext275
Occupation: Supervisor/Case Manager E-Mail: griffinb124@gmail.com
Registered Voter: ☒ Yes ☐ No Party Affiliation: Unaffiliated

Board, Commission or Agency
Interested in:

Loan Review Committee

☒ New Appointment ☐ Reappointment

Please outline your qualifications and how you feel you would contribute to the committee or commission:

I have recently went through the first time home owners loan process and feel I have a good understanding if the current application process. I was also honored when asked by the Department of Community Development to consider applying for a position on the board or any other open board positions.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? ☒ Yes ☐ No

If so, please state name of Board, Commission or Agency and time server:

I have held positions on the board for The Enfield Ramblers as the town registration coordinator as well as the town cheer-leading rep. I would travel to various towns for monthly meetings and participate fully in all decision making for the by-laws and regulations. I also was the Vice President of Alcorn's PTO for many years and that sadly ended when Alcorn closed. I have always been an active member in the local school system whether it be volunteering for functions or various fund raisers. I also coordinate all of the volunteer sites that Allied Rehab participates in such as Lunch bunch and volunteering at local churches.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission? ☒ Yes ☐ No